

MEMORANDUM

TO: Organizations Reapplying for Alabama Distinctive License Plates

FROM: Johnny L. Newman, Assistant Director
Motor Vehicle Division

SUBJECT: Alabama Distinctive/Specialty License Plate Program

Thank you for your continued interest in the State of Alabama distinctive/specialty license plate program. Please find enclosed information needed to redesign the distinctive/specialty license plate. An "Application For The Reissuance Of A Distinctive License Plate Category" form is enclosed for your convenience. Before submitting the packet, please ensure that the application has been completed, any necessary documents have been attached, and an authorized official of the organization has signed and dated the application.

Once the application, supporting documentation, and the license plate design have been received, the Department of Revenue, Motor Vehicle Division, will review the submitted materials and contact your organization if additional information is needed. Your organization will be contacted by mail when the Legislative Oversight Committee, (LOC), on License Plates meeting is scheduled, and your application and design will be placed on the agenda. If the application and design are approved by the LOC, the Department will notify your organization, in writing, to approve both paper and metal proofs (if applicable) of the design. An order for the license plates/logos will then be placed with the Department of Corrections.

Please use the "Final Checklist" contained in this packet. Ensure that each item has been addressed before submitting the packet. Should you have any questions regarding the distinctive/specialty license plate design program, please feel free to contact Jonathan Lawrence or Brenda Coone at the telephone number provided below.

Alabama Department of Revenue
Motor Vehicle Division
Registration Section
P.O. Box 327630
Montgomery, AL 36132-7630
Phone: (334) 242-9006
Fax: (334) 353-8038

**GENERAL PROCEDURES FOR THE REISSUANCE OF DISTINCTIVE LICENSE
PLATES OR LOGOS TO BE APPROVED BY THE LEGISLATIVE OVERSIGHT
COMMITTEE ON LICENSE PLATES**

1. In accordance with Section 32-6-62, Code of Alabama 1975, license plates shall be valid for five years and shall be replaced at the end of that period. The Department of Revenue contacts the organization regarding the redesign of the license plate or logo, and mails an application and design packet. If the license plate sales, in the fifth year, total at least 1,000, the organization may reapply as Quantity Class 2 and submit a license plate design. If, however, the license plate sales, in the fifth year are less than 1,000 but more than 250, the organization must reapply as Quantity Class 1 and submit a license plate logo design. If the license plate sales, in the fifth year are less than 250, the organization must apply for a new distinctive license plate category if the organization desires to continue to participate in the Alabama distinctive license plate program. The application is completed, and returned to the Department of Revenue, with the proposed license plate or logo design.
2. After the Chairman of the Legislative Oversight Committee on License Plates (LOC) schedules a meeting, the Department places the organization's application and license plate or logo design on the agenda for consideration. The organization is notified, in writing, regarding the date, time, and place of the meeting.
3. During the LOC meeting, the organization is given the opportunity to present their proposed license plate or logo design. Committee members often ask the organizations' presenters questions regarding any changes in the use of the funds collected from the issuance of the distinctive plate. If the organization has not yet furnished an approval letter regarding any copyright design to be shown on the plate or logo, this letter will be requested. The LOC will either approve, disapprove, or postpone a decision regarding an application and design.
4. If the application and design are approved, the Department of Revenue will forward a diskette containing the license plate or logo design to the Department of Corrections with a request for paper proofs.
5. Once the Department of Corrections has produced the proofs, the Department of Revenue will mail the proofs to the organization for approval or suggested changes. If the organization approves of the paper proof designs, the "Authority to Print" box is checked and the responsible party signs the form granting the Department of Revenue authority to request metal proof plates for organizations qualifying for Quantity Class 2 status. For organizations qualifying for Quantity Class 1, the Department of Revenue will place a final order with the Department of Corrections to begin manufacturing the design logos. If changes are necessary, the organization shall indicate the changes, in writing, and the Department of Revenue will request revised paper proofs.
6. For Quantity Class 2 applicants, once metal proof plates have been produced, the Department of Revenue will mail the proofs to the organization for comments and approval. If the organization approves the plates, a representative must sign on the reverse side of one of the plates and return it to the Department of Revenue.

7. The Department of Revenue will contact the Department of Public Safety to perform daytime and nighttime visibility tests on the license plates. If the Department of Public Safety determines that the license plate can be easily read, the Department of Revenue will contact the organization regarding the findings and proceed to order license plates. If the plates do not meet the reflectivity and visibility requirements, the Department of Revenue will contact the organization with suggested design changes. If the design submitted by the organization is substantially different from that approved by the LOC, it will be necessary for the organization to reappear before the LOC for approval.
8. Upon final approval of the design, the Department of Revenue will place an order with the Department of Corrections. When plates are ready to be shipped to the county license plates issuing officials' offices, the Department of Revenue will contact the organization so that supporters can be notified.
9. Once plates are available, anyone who meets the distinctive license plate purchase requirements may purchase a new distinctive license plate and pay the required additional annual fee. If a registrant has already renewed his/her license plate with the old design and desires to get a plate with the new design, the registrant must surrender the plate with the old design, remit the issuance fee, and will receive a license plate with the new design.
10. Those persons meeting the distinctive license plate purchase requirements and desiring to purchase personalized license plates must pay the required additional annual fee. The county license plate issuing official will issue a 60-day temporary cardboard tag, a registration receipt, and month and year validation decals for each vehicle registered with a personalized license plate. Once the license plate has been manufactured, it will be shipped to the purchaser's home address. The temporary tag shall be displayed in the back windshield of the vehicle until the metal plate is received.



ALABAMA DEPARTMENT OF REVENUE

MOTOR VEHICLE DIVISION

MVR 32-6-64RI
5/01

P. O. Box 327630 • Montgomery, AL 36132-7630 • (334) 242-9006

Application For The Reissuance of a Distinctive License Plate Category

OFFICIAL NAME OF THE DISTINCTIVE LICENSE PLATE CATEGORY	NAME OF THE SPONSORING ORGANIZATION	
CONTACT PERSON	DAYTIME TELEPHONE NUMBER ()	FAX NUMBER ()
MAILING ADDRESS		
CITY	STATE	ZIP

LICENSE PLATES WILL BE AVAILABLE TO: (Check appropriate box)

- ☐ All Supporters of the Organization
- ☐ Members Only. Attach a copy of the membership card or a related document that can be used to confirm membership.

A conventionalized representation of a heart must appear on each license plate. Does the organization want the language "Heart of Dixie" to appear on the plate?
☐ Yes ☐ No

Does the license plate design contain elements protected by copyrights? ☐ Yes ☐ No

If yes, attach a letter from the organization's headquarters granting permission to display the copyright element on the Alabama distinctive license plate.

The sponsoring organization must represent all supporters/members throughout the State of Alabama. One license plate design will be accepted for the organization statewide.

Does the sponsoring organization acknowledge that it represents all supporters/members of the organization throughout the State of Alabama? ☐ Yes ☐ No

- ☐ **Quantity Class 1** — Select this class if registrations are estimated to be at least 250, but less than 1,000. All distinctive license plates qualifying under this class will be manufactured using a "Generic Tag" design approved by the Legislative Oversight Committee (LOC). There will be a 3.5" X 2.5" area on the left side of the license plate where an emblem, slogan or logo design (subject to the approval of the LOC) may be applied to represent the organization.
- ☐ **Quantity Class 2** — Select this class if registrations are estimated to be 1,000 or greater. All distinctive license plates qualifying under this class may be manufactured using the "Generic Tag" or with a unique design for the entire plate (subject to the approval of the LOC) and must meet all license plate design and manufacture requirements of Alabama Law.

***IMPORTANT! The minimum number of registrations for the quantity class selected above must have been met during the previous 12-month period. If the minimum was not met, the license plate category will be canceled and not considered for reissuance.**

THIS AREA TO BE COMPLETED BY DEPARTMENT OF REVENUE PERSONNEL ONLY

Number of registrations during previous 12-month period: _____ Period from which data is reported: _____

DISTRIBUTION OF NET PROCEEDS — REQUIRED

Give a detailed description of how the net proceeds will be used (type or print):

Address for distribution of net proceeds:

Reissued distinctive license plates shall require standard registration fees plus an additional annual fee of \$50.00 to be distributed as follows:**

- | | |
|---------|--|
| \$ 1.25 | 2.5% commission to issuing official |
| \$ 1.50 | Manufacturing costs to the Department of Corrections |
| \$ 1.00 | Administrative costs to the Department of Revenue |
| \$ 5.00 | Penny Trust Fund |
| \$41.25 | Net proceeds to the sponsoring organization |

****Exception: the distribution of fees for tags which were authorized by legislative act before January 1, 1998, shall continue in effect, and not be subject to the distribution established in Act 97-633.**

CERTIFICATION

I certify that the information listed above is true and correct, and that I am authorized by the sponsoring organization to act on their behalf.

SIGNATURE OF AUTHORIZED OFFICIAL FOR THE SPONSORING ORGANIZATION

DATE

See Reverse Side For Instructions And Other Important Information

Procedures For The Approval of License Plate Categories To Be Reissued:

- (1) The sponsoring organization applies to the Alabama Department of Revenue (at the address shown on the reverse side) using this form MVR 32-6-64RI "Application For The Reissuance of a Distinctive License Plate Category".
- (2) The application must be submitted with a proposed new design for the distinctive license plate and a detailed explanation describing the intended use of the net additional fee.
- (3) The sponsoring organization must specify the "quantity class" for which the reissuance application is being made:

Quantity Class 1 — Select this class if registrations for the most recent 12-month period reached at least 250, but less than 1,000. All distinctive license plates qualifying under this class will be manufactured using a "Generic Tag" design approved by the Legislative Oversight Committee (LOC). There will be a 3.5" X 2.5" area on the left side of the license plate where an emblem, slogan or logo design (subject to the approval of the LOC) may be applied to represent the organization. If the minimum registrations were not met, the license plate category will be cancelled and not considered for reissuance.

Quantity Class 2 — Select this class if registrations for the most recent 12-month period reached 1,000 or greater. All distinctive license plates qualifying under this class may be manufactured using the "Generic Tag" or with a unique design for the entire plate (subject to the approval of the LOC) and must meet all license plate design and manufacture requirements of Alabama Law. If the minimum registrations were not met, the license plate category will be cancelled and not considered for reissuance.

- (4) After receiving the application, the Department will run a report for the most recent 12-month period for which we have complete data. From that report, we will obtain the number of registrations for the license plate category and mark the appropriate box on the application.
- (5) If the number of registrations is less than the minimum required for that quantity class (see number 3 above), then the license plate category will be canceled and not considered for reissuance. If the number of registrations is at or above the minimum required, then the Department will submit the application to the LOC who will place it on the Committee Calendar for consideration. The LOC will meet not less than once every six months. A date and time will be set for a representative of the sponsoring organization to appear before the LOC.
- (6) After the LOC approves an application for the reissuance of an existing category of license plates, the Department of Revenue will initiate the ordering processes for design and manufacture of the approved plate.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).
However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+		+			
or								
Employer identification number								
		+						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



GUIDELINES FOR DESIGNING ALABAMA LICENSE PLATES

May 2002

ENCLOSED ON THIS DISK:

Two tag templates and two "Heart of Dixie" slogans have been provided on the enclosed disk. One tag template is for decal pockets positioned at the top of the license plate, and the other template is for decal pockets positioned at the bottom of the license plate. The templates were created using the Adobe Illustrator 6.0 software. For best results, use an illustration program such as Adobe Illustrator®, or CorelDraw® instead of a page layout program such as PageMaker or Quark.

LICENSE PLATE SIZE:

The license plate size is 12.063" X 6.125".

PRINTABLE AREA:

The dimensions for the printable area of the license plate are 11.5" X 5.5". Please limit graphics to this area and leave a 1/4" perimeter around the tag free of graphics. This area is where the metal plates will be handled during the printing process.

COLORS:

Limit your design to four (4) PMS spot colors (not including the color of the stamped numbers). DO NOT use process colors (CMYK). A process color is a mixture of cyan, magenta, yellow, and black to make one color, but it is done in four passes of a press. A spot color, such as a PMS color, is mixed in a can and only takes one pass of a press.

Solid colors will result in a better-finished product than screened colors that are made up of dots. Please be sure to include a PMS list of your colors. Due to the nature of the silkscreen inks, the finished product will be close to the PMS color, but not exact.

When designing the distinctive license plate please be mindful that colors on metal license plates will not be an exact match of the paper design.

COLOR TRAPPING:

Think Thick !!!

Trap lines are like the thick black lines in children's coloring books that hold a color within a boundary, or where two different colors meet and overlap. Your trap lines need to be at least two (2) points thick (the thicker the better). If you submit your design on disk in Adobe Illustrator®, we can easily thicken your trap lines for you to make it suitable for silkscreen printing. No fine lines can print in the silk-screening process, and nobody can see them on a license plate at 65 mph. Any line width in your artwork must

be at least .5 points, or it may not print. So when designing the distinctive license plate remember to **think thick!**

STAMP NUMBERING:

Leave a **2.875" X 8.0"** area for the stamped characters (6 alphanumeric spaces). Indicate what color the numbering should be. These will not be available in PMS colors, but will be available in the following basic roll coat ink colors:

Black, Blue, Dark Blue, Red, Green, Dark Green, Violet, Purple, Orange, and Brown.

The stamped number area should be free of heavy graphics with the exception of a fading gradient dot pattern, or a light colored watermark graphic.

DOT PATTERNS:

The range of printable dot patterns is 20% - 80%. The silkscreen meshes cannot hold a 15% screen dot, and all other dot percentages will clog up at some point during the printing process. 90% - 99% screens will clog up and appear 100% solid because the little negative spaces between the dots will fill in. Submitted dot patterns will be converted to 30 lines per inch in order to print them. This is a fairly large size dot compared to newspaper quality dots at 75 LPI.

“ALABAMA” FONT and SIZE:

When designing the distinctive license plate you have a choice of placing the text “ALABAMA” at either the top or bottom of the license plate. The typical size for this text is 1 inch (72 points). **The font size should be every easy to read at a distance of 25 feet.** For this reason, please refrain from using Old English or other fancy style scripts. Recommended fonts for this text are:

Helvetica Bold, Franklin Bold, Universe Bold, Futura Bold, Garamond Bold, Times Roman Bold, and similar fonts.

COLLEGE/UNIVERSITY/ORGANIZATION FONTS AND SIZE:

For legibility sake, perform the 25 feet sight check on the font selected, and then have fun. The typical size of the font for the college/university/organization name is $\frac{3}{4}$ to 1". This text may appear at the top or bottom of the license plate design if quantity class 2 is selected; otherwise, it may appear in the logo portion of the license plate if quantity class 1 is selected. The text may occupy two lines if placed between the decal pockets. The area between the decal pockets is deeper than the opposite side of the tag.

LOGOS:

The college/university/organization logo may be placed on the left or right side of the alphanumeric portion of the license plate. The maximum size of the logo is approximately 3.5" X 2.5", and will allow space for six (6) stamped letters or numbers. The height of the graphics may extend into the decal pocket areas as long as the color does not impact decal visibility. Watch out for the holes in the metal license plate.

Some designers do not mind having a hole punched in the text or graphics, while others do.

“HEART OF DIXIE” LANGUAGE:

Any organization that purchases a personalized or distinctive license plate may request that the language “Heart of Dixie” not appear on the license plate. A conventionalized representation of a heart must appear on the license plate.

SUBMITTING THE DESIGN ON DISK

Please retain a copy of the design for your records as diskettes will not be returned to the organization.

GRAPHIC DESIGN PROGRAMS:

For best results, use an illustration program such as Adobe Illustrator®, or CorelDraw® rather than a page layout program such as a PageMaker or Quark. Vector artwork is preferred over rasterized (photo) art.

When submitting your design on disk, please save it as an older version of the program you are using. This will ensure that the Department of Corrections designers can open the design. The Department of Corrections currently uses the following design programs:

- Adobe Illustrator® 8.0 (Mac & PC)
- Adobe PageMaker 6.5 (Mac & PC)
- Adobe InDesign 1.0 (PC)
- QuarkExpress 3.0 (Mac)
- CorelDraw® 8.0 (Mac & PC)

The Department of Corrections prefers to use Adobe Illustrator® on all license plate designs, and will convert or redraw your design to an Adobe Illustrator® document for final artwork to be sent to a silkscreen press.

FONTS:

Submit copies of your selected fonts on a disk just in case the Department of Corrections does not have them. If your program allows, convert your fonts to outlines to avoid font problems.

GRAPHICS:

Aside from your composite license plate design, please submit your graphics on a disk as separate files so that we may adjust colors or manipulate trap lines. Please do not submit any scans lower than 400 dpi. If this poses a problem, please submit your original hard copies (along with your composite design) so that they can be scanned at a higher resolution. Giff files, which are 72 dpi, are not acceptable for printing graphics on license plates. Remember to embed or paste your images in your document rather than link them. Your link may get lost once transferred to disk.

FILE FORMATS:

The following formats are preferred:

For tag composition

.ai (Adobe Illustrator document)
.cdr (CorelDraw)
.eps (Encapsulated Postscript)

For scanned artwork (logos)

.psd (Photoshop document)
.tif, .tiff (Tagged Image File Format)
.bmp (Bitmap)

DISK FORMATS:

Floppy Disks- 1.44MB Mac or PC formatted
100MB Zip Disk Mac or PC formatted

Please do not compress files or disks.

HARD COPIES:

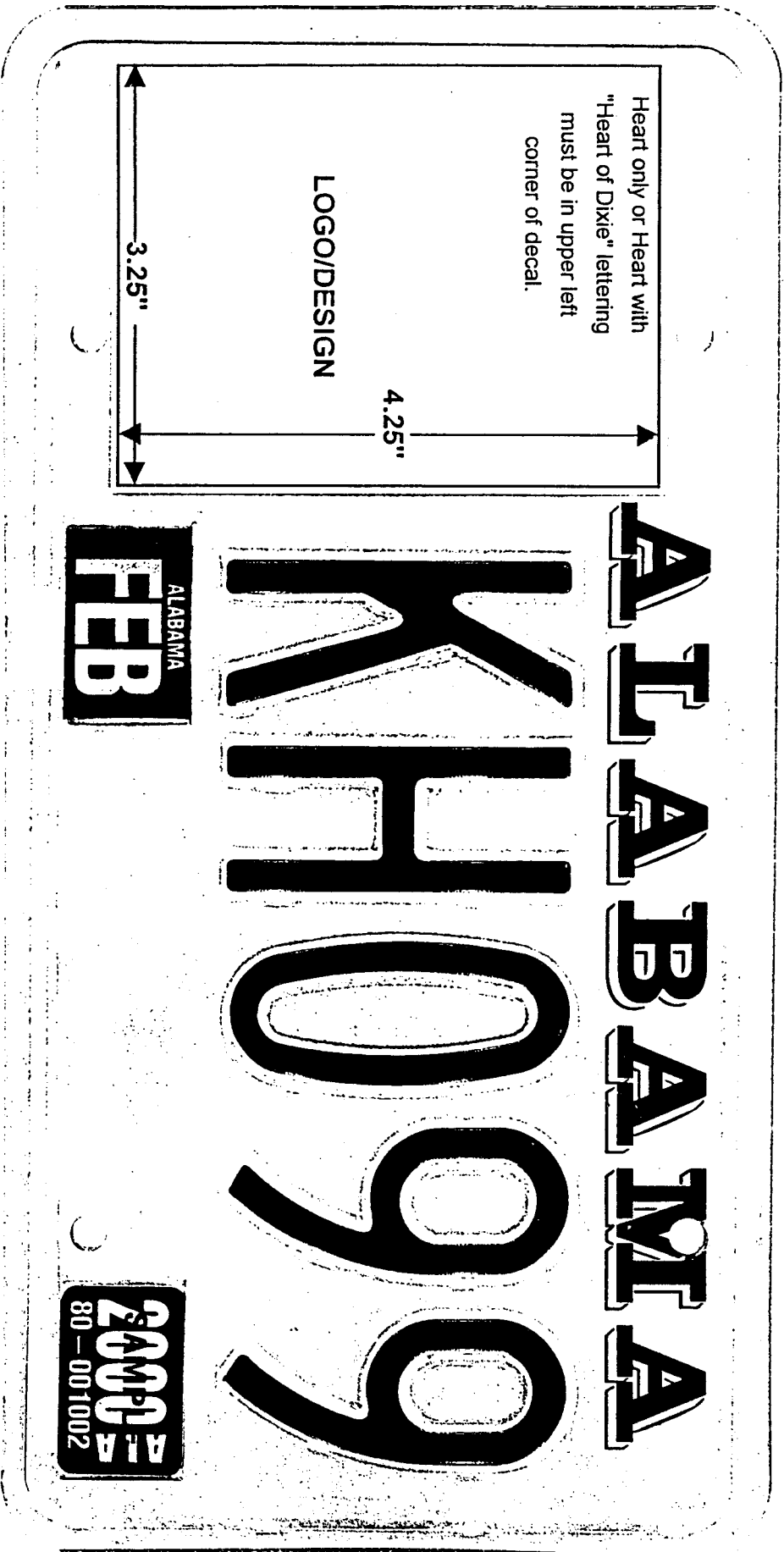
In addition to a disk, please submit a composite color print, laser print, or hand drawn version in hard copy form.

If you do not have graphic software or tools and need help with your license plate design, send hard copies of your logo with written instructions regarding the size and colors. License plate or decal design proofs will be sent to the organization for approval.

Submit the license plate or decal designs to:

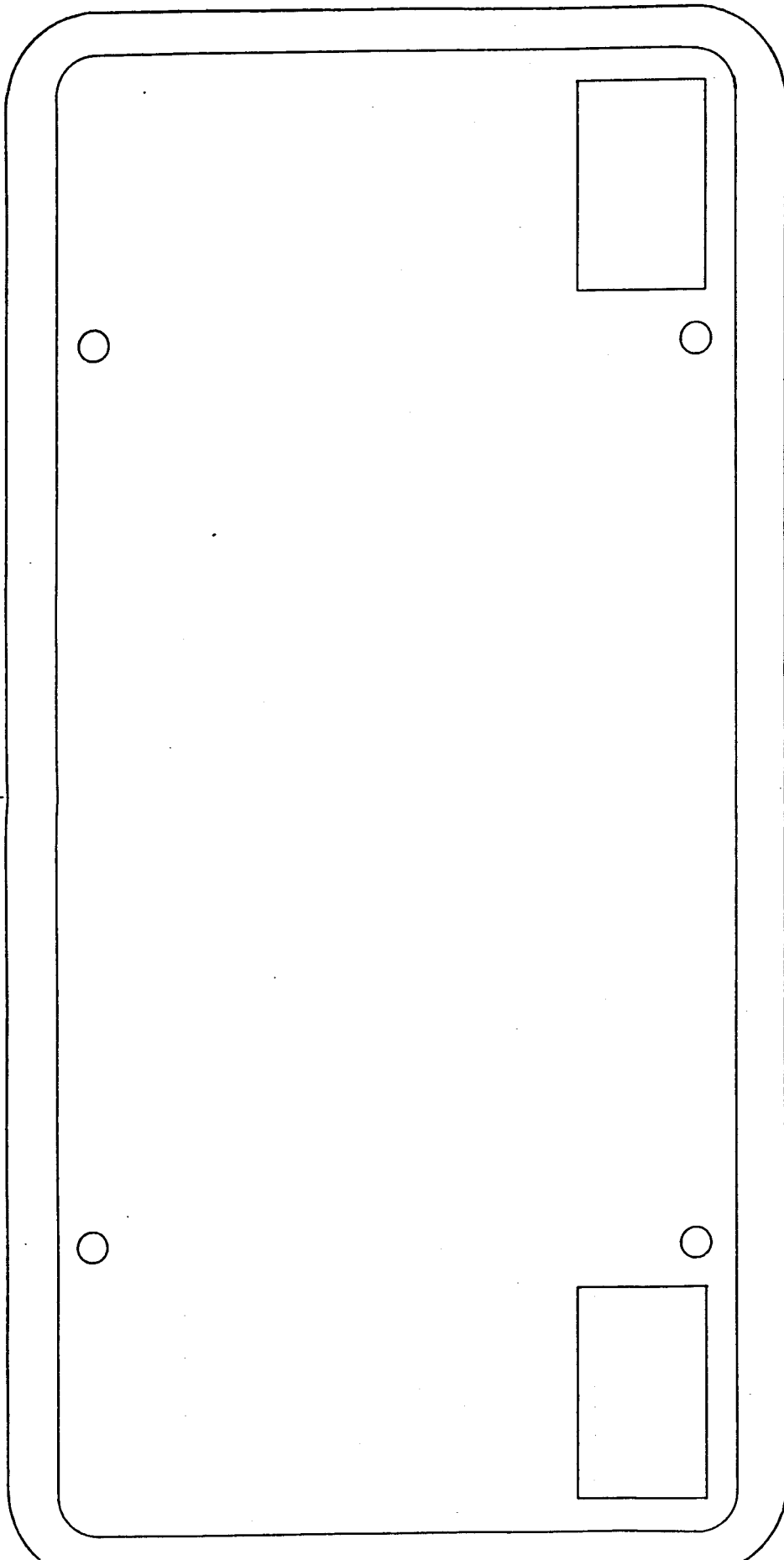
Alabama Department of Revenue
Motor Vehicle Division
Registration Section
P.O. Box 327630
Montgomery, AL 36132-7630
Phone: (334) 242-9006 Fax: (334) 353-8038

EXAMPLE OF GENERIC TAG



77%

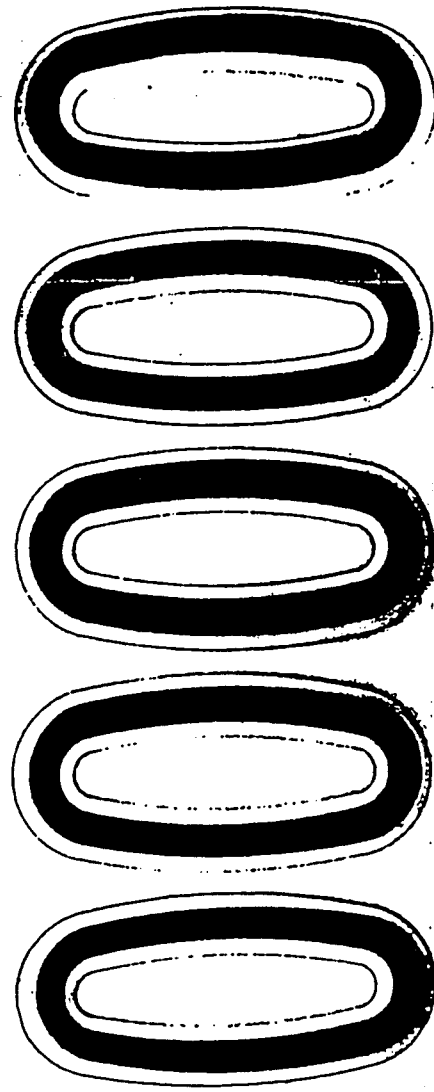
Full scale tag template



ALABAMA

HEART OF DIXIE

Heart of Dixie options (full scale)



Four or five-digit stamped numerals
Do not include an owner's name or address



LICENSE PLATE ELECTRONIC MEDIA SPECIFICATIONS

The following pages are a guide designed to improve the relationship between our customers and 3M TCM related to graphic license plate and /or Ensure™ artwork, design, and production.

PRINTING CAPABILITIES

To better understand the design process, the license plate printing process will be explained first. This will enable the designer to understand the purpose for the design specifications.

All license plates are printed on flexible reflective sheeting that has a rough surface.

REGISTRATION:

The sheeting stretches much more than paper used in conventional web offset printing. The sheeting registration is plus or minus 1/32nd of an inch per color. This color shift of up to 1/16th of an inch does not permit the use of the process four color (CMYK) method. The screen dot collisions will produce unacceptable results. Up to four non-overlapping spot colors are generally used. Thin lines will not hold in a tight trapping situation. Lines of 1/16th of an inch or larger are recommended.

COVERAGE:

The sheeting has an inherent rough surface, much rougher than paper. This is due to the surface being made up of tiny glass beads that reflect light. This roughness may cause halftones over 80% to fill in and halftones under 20% may not print at all. Thin lines under 1/16 of an inch may break-up or print unevenly.

INKS:

The inks used are manufactured by 3M and are designed to be UV fade resistant and are semi-transparent for reflectivity purposes. Every effort is made to match the PANTONE® IMAGING GUIDE 1000 for coated paper.

This unique printing method for license plates also requires different design specifications than those used in conventional CMYK printing.

DESIGN PARAMETERS

Keep the following parameters in mind before starting any design.

SIZE:

Designs should fit in a 11.5 inch X 5.5 inch area. Check with 3M TCM for exact plate specifications.

LINE ART:

Avoid thin lines under 1/16th of an inch. Intricate solid shapes are acceptable, however a small loss of detail may occur.

HALFTONES:

Halftones are printed using a 45lpi screen at a 45° angle. Tiny details may not show and fade areas will not hold all the way to 0%. Halftone areas over 80% may fill in and halftone areas under 20% may not print. Photographs and fade ranges will print better, usually between 15%-85%.

COLOR:

Use the PANTONE® IMAGING GUIDE 1000 for coated paper. 3M TCM can not use CMYK colors. For black, use the default black, do not use 0%C - 0%M - 0%Y - 100%K.

ALPHA NUMERICS:

Avoid heavy color coverage in the alpha numeric areas. Heavy coverage in these areas reduces legibility for law enforcement.

TRAPPING:

Up to 1/16 of an inch stroke should be allowed for trapping, due to registry of + or - 1/32 of an inch.



LICENSE PLATE ELECTRONIC MEDIA SPECIFICATIONS

COMPUTER CAPABILITIES

3M TCM uses Adobe Illustrator 8.0, Adobe Photoshop 4.0, and Adobe Streamline 3.0 on Apple Power Macintosh 8100/100 computers with Microtek scanners. This configuration takes advantage of software interoperability and image setter compatibility with Adobe Post Script level 2.

COMPATIBILITY:

3M TCM accepts all Adobe Illustrator and / or Adobe Photoshop formats produced on Macintosh computers with the exception of Acrobat files.

NON COMPATIBILITY:

Due to major problems in file conversion from other software programs and / or on different platforms, 3M TCM will recreate any design from hardcopy output supplied by the customer. Hardcopy output should be 800dpi (or higher) black and white on paper at 100% size. Do not send orthographic film. Fill all halftones with 100% solid fill, delete all photographs, and printout each color separately and each overlapping shape of the same color separately. Send along all continuous tone photographs and or scannable illustrations, 3M TCM will scan and add them to the design. Avoid sending photographs and or illustrations from magazines or books as the halftone dots do not scan well and the use of such material may constitute a copyright violation which 3M TCM is not liable for. Print out one copy of the finished design for position purposes. Specify all fonts used and color call outs.

ELECTRONIC DESIGN

The following guidelines are for customers sending in electronic files.

All license plate designs are completed in vector form with placed photographs if any. 3M TCM prefers that customers send photographs and or illustrations to us for scanning and converting to spot color. 3M TCM will accept Adobe Photoshop files of scanned or created material, however the resolution can not be increased by 3M TCM. 3M TCM can utilize a variety of disk formats for files (see page 3).

VECTOR ARTWORK:

Fonts, logos, fade(Gradient fill) areas and line art in general should be constructed in vector form in Adobe Illustrator. This makes files sizes small, editing trapping and color separation easier.

- Color fill vector paths using the PANTONE® IMAGING GUIDE 1000 for coated paper. If the design contains black, use the default black, do not use CMYK black. The same applies for % black fills that simulate gray scale. Do not use CMYK colors.
- All vector paths containing a fill must be closed and can not overlap itself. Overlapping occurs when using the paintbrush tool or outlining stroked paths. Such incorrect paths will cause Postscript errors. Split long paths if a warning is displayed while performing a pathfinder filter operation.
- Convert all fonts to vector form by using Create Outlines in the Type menu.
- Avoid thin lines
- Please trap all overlaying colors. 1/16 stroke recommended.
- Save file in EPS format



LICENSE PLATE ELECTRONIC MEDIA SPECIFICATIONS

ELECTRONIC DESIGN

BITMAPPED ARTWORK:

Bitmapped artwork is any image such as a scanned photograph or illustration that is in pixel-form commonly used or created in Adobe Photoshop. Bitmapped artwork can be successfully incorporated into a license plate design in a variety of methods. Again, 3M TCM prefers that the customer send in continuous tone photographs and or illustrations for scanning, clipping path creation, spot color conversion, placing, and separating. 3M TCM can accept scanned images from the customer at a resolution of 300dpi at 100% size.

- 3M TCM will scan and convert any line art on paper such as photostats.
- Customers sending in materials for scanning should keep in mind that photographs and or illustrations from previously printed materials such as books, magazines, and brochures will not scan well due to halftone dot patterns. Scanning such material may constitute a copyright violation for which 3M TCM will not be held liable.
- Color photographs and illustrations will be converted to spot colors. This will limit the number of colors of such photographs and illustrations to four. The finished result is basically a compilation of monochromatic (single spot color) areas. True duo tones have worked in the past, but due to registration, the results can not be guaranteed 100%.

FILE FORMATS:

Save bitmapped artwork in the tiff format. 3M TCM does not recommend image compression. If image compression must be used, only use LZW compression. JPEG compression degrades the image to the point that it can not be successfully manipulated without some amount of clean-up. Do not use compression software of any kind for vector (Adobe Illustrator) files, e.g. Stuffit Deluxe.

HARDCOPY

Please include hardcopy or layout for each design. This can be color, black and white laser prints or drawn layouts. Include color call outs and type of fonts used. This avoids any confusion concerning the design and it's elements.

ELECTRONIC DISK FORMATS

FLOPPY DISKS:

DS HD 1.44 MB MAC formatted

SYQUEST:

44MB, 88MB, 120MB, 200MB MAC formatted

MAGNETO OPTICAL:

128MB, 230MB MAC formatted

IOmega:

100MB ZIP MAC formatted

Distinctive License Plate Final Checklist

Please use this checklist to ensure that all required information has been included before submitting your packet.

Application.

Did you remember to indicate whether/to:

- _____ The license plates are available to all supporters or members only?
- _____ Include a copy of a membership card or related document, if applicable?
- _____ The organization represents all supporters/members of the organization throughout the State of Alabama?
- _____ Include the W-9 form?

Design.

- _____ Does the license plate design include a conventionalized representation of the heart?
- _____ Did you indicate whether the language "Heart of Dixie" is to appear on the license plate?
- _____ Are any copyright protected elements contained in the license plate design?
- _____ If yes, is written permission to have the design appear on Alabama distinctive license plates included?
- _____ Does the design allow for six alphanumeric characters to be printed on the license plate? Allow approximately eight (8) inches for the alphanumeric characters.
- _____ Have you indicated all font types and sizes, as well as PMS colors to be used in the license plate design?



State of Alabama Department of Revenue Motor Vehicle Division

P.O. Box 327630 • Montgomery, AL 36132 • (334) 242-9006

Addendum to Applications for a New or Reissued Distinctive License Plate Category

A. 1. Please indicate in the space provided how the sponsoring organization is organized:

- ☐ State agency
- ☐ Publicly supported, non-profit, tax-exempt organization as defined under Section 501(c)(3) of the United States Internal Revenue Code.
- ☐ Other: _____

A. 2. The Legislative Oversight Committee for License Plates (LOC), in a meeting held December 3, 2003, adopted a resolution to require organizations that were issued a distinctive license plate to annually provide a report to the LOC detailing how the funds received by the organization from the sale of the license plates were used in the previous fiscal year. Accordingly, the authorized representative of the organization shall complete the statement below which shall be filed with the application for a new or reissued distinctive license plate category.

I, _____, certify as the authorized representative for

Authorized Representative

_____, that I understand an annual report is required to be

Sponsoring Organization

filed on or before November 15th of each year detailing the expenditure of funds received from the sale of the distinctive license plates for the previous fiscal year (October 1 - September 30). In submitting this application for a new or reissued distinctive license plate, the organization agrees to annually furnish this information to the clerk of the Legislative Oversight Committee (Alabama State House, Room 625, 11 South Union Street, Montgomery, AL 36130).

Signature: _____ Date: _____